

POLICE CORPORAL

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Employees of this class perform duties assigned to lower ranking classes such as traffic accident investigation and investigation of complaints, as well as instructing and supervising subordinate officers in the performance of these duties. They also perform certain other specific supervisory functions occasionally as assigned such as making reports on work performance of subordinate officers. This class ranks immediately below that of Police Sergeant.

EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Performs traffic accident investigation duties such as: checking for injuries and calling for medical aid if needed; providing for traffic movement around the accident scene; interviewing drivers of vehicles involved in accidents and witnesses to obtain information necessary for accident report; examining vehicles to determine point of impact, taking necessary measurements, making sketch of accident scene; determining cause of accident and issuing citations if necessary; providing for the removal of damaged vehicles and removal of any debris from road.

Performs traffic control duties such as: directing traffic; issuing tickets and summonses for parking or moving violations; checking driver's licenses; stopping drivers suspected of driving while under the influence, performing field sobriety test, performing PEI test; operating radar unit to apprehend speeding vehicles; checking for expired license plates or safety stickers; escorting funerals or parades, oversize vehicles, or emergency vehicles.

Makes initial investigation of complaints received and makes or assists in follow-up investigations performing duties such as: interviewing victims or witnesses and taking statements; providing information and/or descriptions to other law enforcement agencies; checking to see if medical attention is necessary and providing for such by applying first aid or calling for medical assistance; notifying all legal and medical officials concerned with crimes; protecting crime scene; making crime scene sketch; searching for, collecting, labelling, and preserving evidence; using fingerprint equipment, making casts of tire tracks, etc., taking photographs; watching buildings and persons, interviewing persons, or otherwise collecting evidence to identify and locate persons who have committed crimes; conducting searches upon probable cause or with a search warrant, seizing contraband or evidence.

Apprehends suspects and makes arrests in accordance with the law and established procedures, performing related duties such as: searching, transporting, and booking suspects; interrogating suspects; working with legal officials to prepare cases for trial and testifying in court.

Fills out necessary forms and writes necessary reports of activities.

Performs the following duties involving responsibility for supervising subordinates: conducts roll call and transmits orders; assigns specific work; provides informal training and verbally corrects subordinates; makes reports on work performance; reviews written reports and records submitted; makes inspections for correct appearance; supervises units during the shift for correct work performance; provides for maintenance and refueling of police vehicles and inspects such.

Patrols assigned area in squad car or on foot to prevent crime and to protect lives and property; performs building security checks; assists firefighters at fire scene; recovers lost or stolen property; patrols school zones and guards school crossings when necessary; observes hazardous conditions such as fallen power lines and reports such for remedial action; provides for the removal of vehicles abandoned on public property.

Answers calls concerning family or neighborhood disputes and attempts to avert violence and resolve differences; notifies proper agencies of possible cases of child abuse; notifies families of accident victims.

Conducts or assists fire department in conducting investigations of arson cases.

Locates missing persons or runaways.

Investigates cases of rape following established departmental procedures.

May also perform duties such as: answering questions for the public and assisting in non-emergency situations such as locked cars; acting as security guard for visiting dignitaries; operating SWAT equipment; seeing that juvenile cases are turned over to the proper authority; talking to business persons to give pointers on crime prevention and giving talks and conducting station tours for school or civic groups; providing meals and medical care for prisoners and providing jail security.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer for twelve (12) months immediately preceding closing date for application.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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